

SECRET

(When Filled In)

<p style="text-align: center;">SPEED LETTER</p> <p>TO: Records Center</p> <p>ATTN:</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">REPLY REQUESTED</td> <td colspan="2" style="text-align: center;">DATE</td> </tr> <tr> <td style="text-align: center;">X</td> <td style="text-align: center;">YES</td> <td colspan="2" style="text-align: center;">16 March 1965</td> </tr> <tr> <td colspan="2" style="text-align: center;">NO</td> <td colspan="2" style="text-align: center;">LETTER NO.</td> </tr> </table> <p>FROM: Chief, Records Administration Staff/DDS</p>		REPLY REQUESTED		DATE		X	YES	16 March 1965		NO		LETTER NO.	
REPLY REQUESTED		DATE													
X	YES	16 March 1965													
NO		LETTER NO.													
<p>The attached Form 2398, Record of Recipients of Telephone Directories, has been adopted for use in ORR. It is being considered for use in OCR. We feel that this form assists in the transfer of accountability for telephone directories and many components may want to use it.</p> <p>Please check the form with the person in your area who has responsibility for the directories. Indicate your interest and comments below and return to us.</p> <p> has additional copies of the form. If enough interest is shown, the form will be made a stock item and be available from the Building Supply Office.</p> <div style="text-align: right; margin-top: 20px;"> </div>															
REPLY		DATE													
<p><input type="checkbox"/> CAN USE. _____ estimated annual usage.</p> <p><input type="checkbox"/> NO INTEREST.</p> <p>COMMENTS:</p>															
<p>_____ SIGNATURE</p>															

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SECRET
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COMPONENT	DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL
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DATE OF ISSUE

☐ BLACK

☐ RED

 GREY

COPY NO.

ISSUED TO

SIGNATURE OF RECIPIENT

DATE RECEIVED

DATE RETURNED

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FORM 2-65 **2398**

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

(13 - 15)